



Foreign Currency

ADITO Software GmbH

As of version 2026.4.0 | April 2026





Screenshots

The UX design of ADITO is continuously optimised for you. Therefore, there may be deviations in the screenshots.



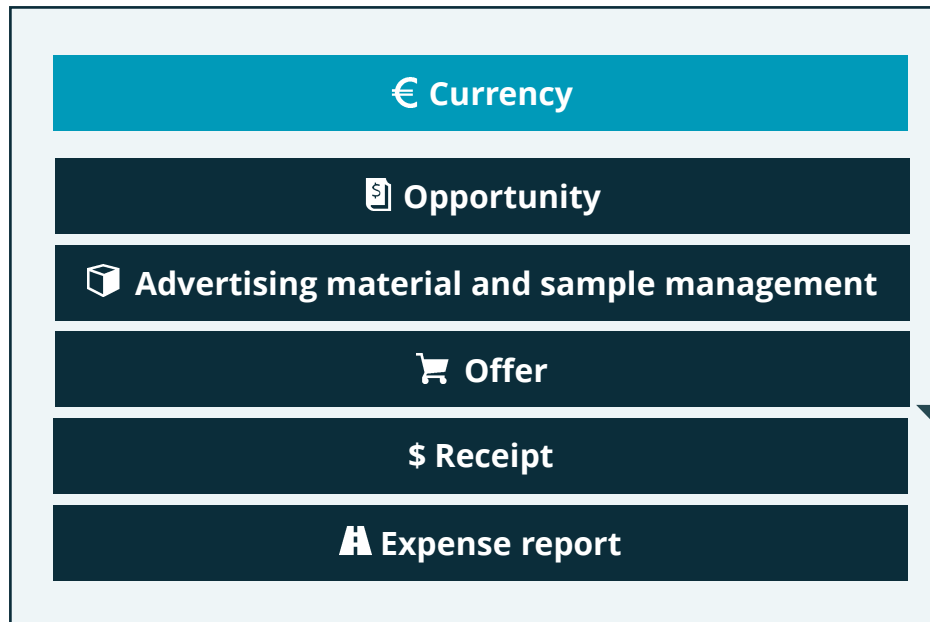


Agenda

- Foreign currency in general
 - Definition of terms
 - Initial creation of the local currency (in the Designer)
 - Add currencies
 - Add currency rate
 - Select User Currency
 - Refresh values after changing currency rate
- Foreign currency in the opportunity
- Foreign currency in the product
- Foreign currency in the offer
- Foreign currency in the receipt
- Foreign currency in advertising material and sample management
- Foreign currency in the expense report
- Sales dashboard

Foreign currency in general





If you create currency rates, these are taken into account in opportunities, offers, receipts and expense reports with foreign currency. The same applies to advertising material and sample management with foreign currency.

-  To be processed in advance by the administrator
-  Used "daily" by users

Foreign currency

Definition of terms used

- **Local currency/domestic currency**

The local currency is the currency in which your company keeps accounts, e.g. Euro. The term "domestic currency" is used in the system, as the domestic currency is usually stored as the local currency. It is initially defined in the system at the start of the project ([see next slide](#)).

- **Foreign currency**

Foreign currencies are all currencies that are not your local currency.

- **User currency**

When offers, receipts, etc. are created, the local currency is automatically preset, e.g. Euro. However, if someone is mainly responsible for companies from the USA, for example, they can enter the US dollar as the user currency. As a result, the "Currency" field in offers, receipts, etc. is automatically set to "USD".

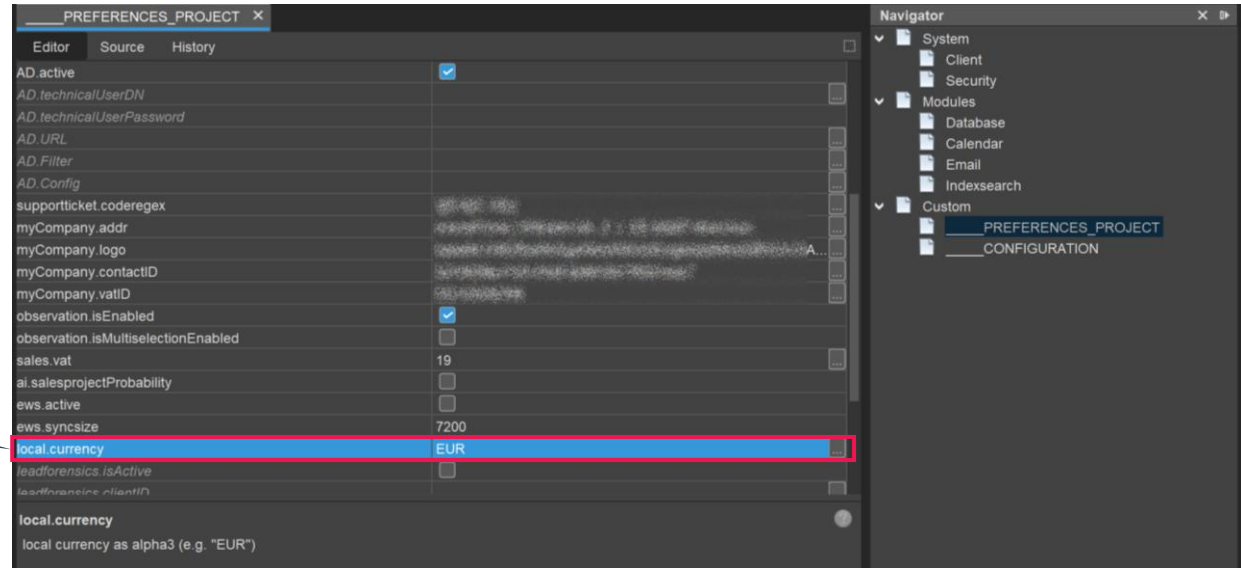
Local currency

Initial creation of the local currency in the project



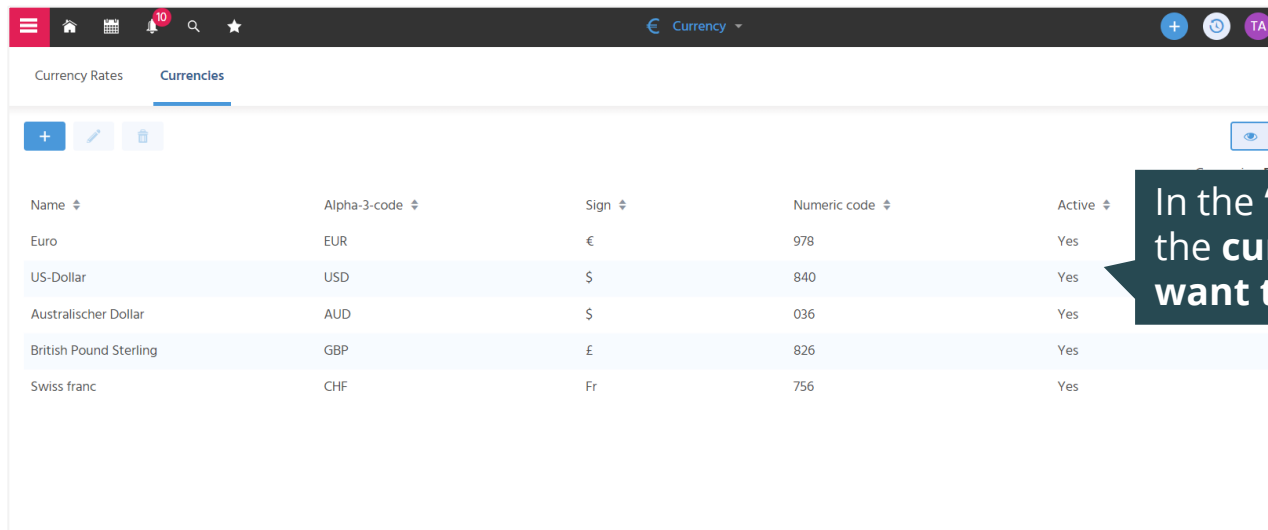
The local currency can only be initially entered in the Designer at the start of the project. (This is usually done in consultation with the ADITO project team).
It is not easy to change the local currency at a later date.

The local currency is specified in the PREFERENCES_PROJECT for **local.currency** using alpha-3 code.



Currency

Menu group “Administration” – Add currencies



Name ↕	Alpha-3-code ↕	Sign ↕	Numeric code ↕	Active ↕
Euro	EUR	€	978	Yes
US-Dollar	USD	\$	840	Yes
Australischer Dollar	AUD	\$	036	Yes
British Pound Sterling	GBP	£	826	Yes
Swiss franc	CHF	Fr	756	Yes

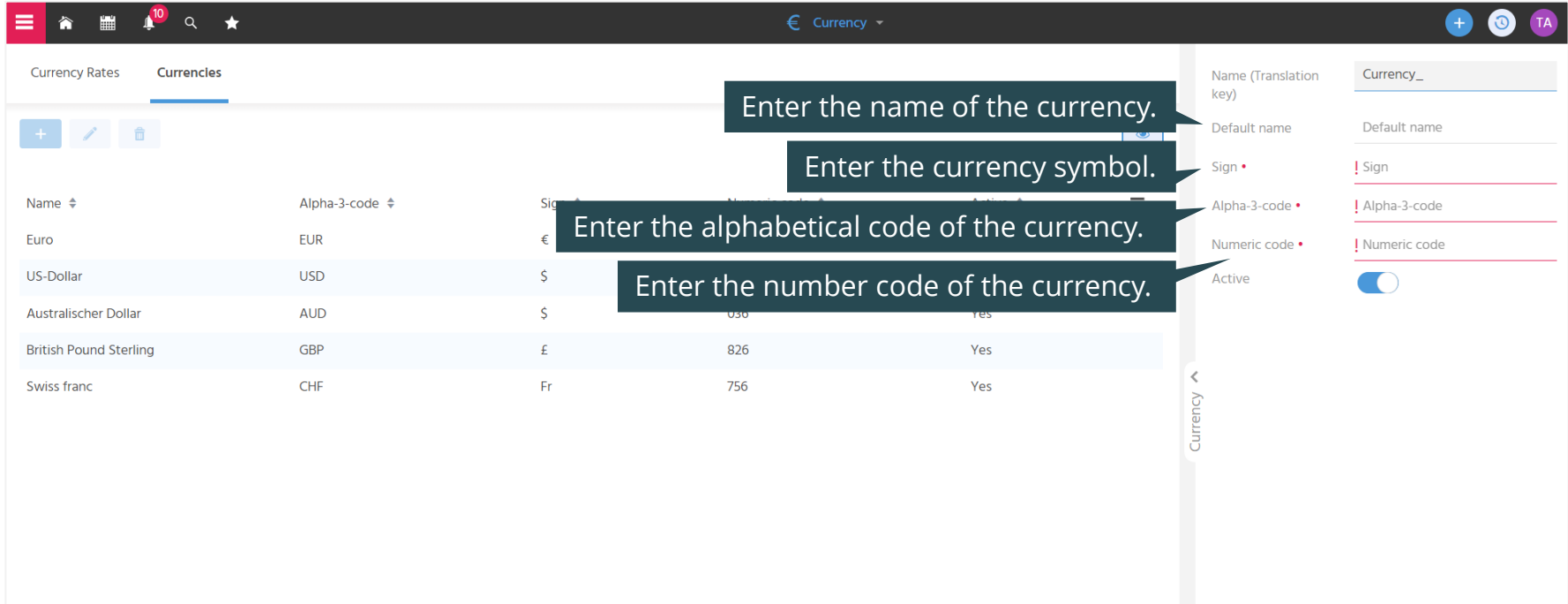
In the “Currencies” tab, you add all the **currencies** for which you want to enter exchange rates.



If users work with several client languages, it is essential that the translation of the currencies is maintained in the translation tables. If translations are required, these must be commissioned in the respective client project.

Currency

Menu group “Administration” – Add currencies



The screenshot shows the ADITO Currency management interface. The top navigation bar includes a menu icon, home, calendar, notifications (10), search, and star icons. The main header shows "Currency" with a dropdown arrow and user icons (+, refresh, TA). The left sidebar has "Currency Rates" and "Currencies" (selected). The main content area displays a table of currencies with columns: Name, Alpha-3-code, Sign, Numeric code, and Active. The table lists Euro, US-Dollar, Australischer Dollar, British Pound Sterling, and Swiss franc. A right sidebar shows the form for adding a new currency with fields: Name (Translation key), Default name, Sign, Alpha-3-code, Numeric code, and Active (toggle). Annotations with arrows point to the table columns: "Enter the name of the currency." points to the Name column, "Enter the currency symbol." points to the Sign column, "Enter the alphabetical code of the currency." points to the Alpha-3-code column, and "Enter the number code of the currency." points to the Numeric code column.

Name	Alpha-3-code	Sign	Numeric code	Active
Euro	EUR	€		
US-Dollar	USD	\$		
Australischer Dollar	AUD	\$	036	Yes
British Pound Sterling	GBP	£	826	Yes
Swiss franc	CHF	Fr	756	Yes

Annotations:

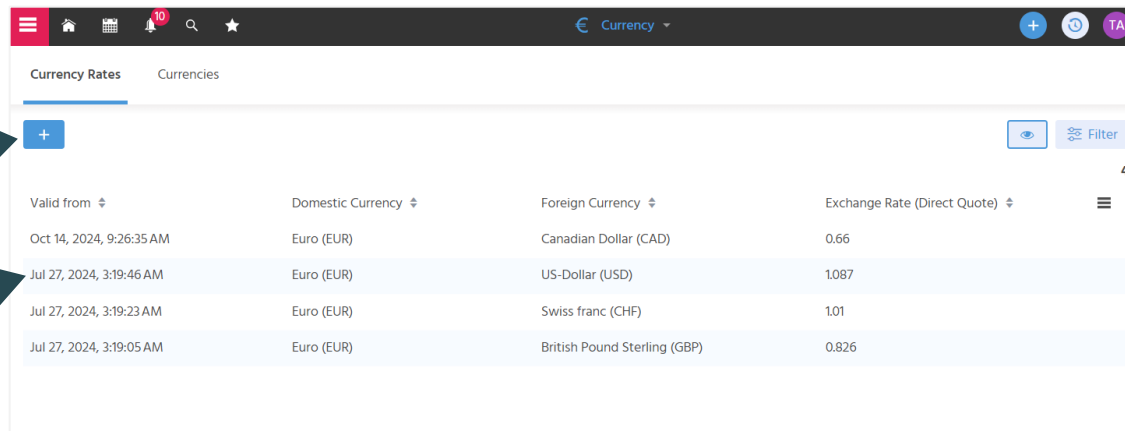
- Enter the name of the currency.
- Enter the currency symbol.
- Enter the alphabetical code of the currency.
- Enter the number code of the currency.

Foreign currency

Menu group “Administration” – Currency rates

In the “Currency rates” tab, you can **add exchange rates for the active currencies entered in the “Currencies” tab.**

Only currencies for which exchange rates have been created can be selected as a foreign currency in opportunities or offers, for example.



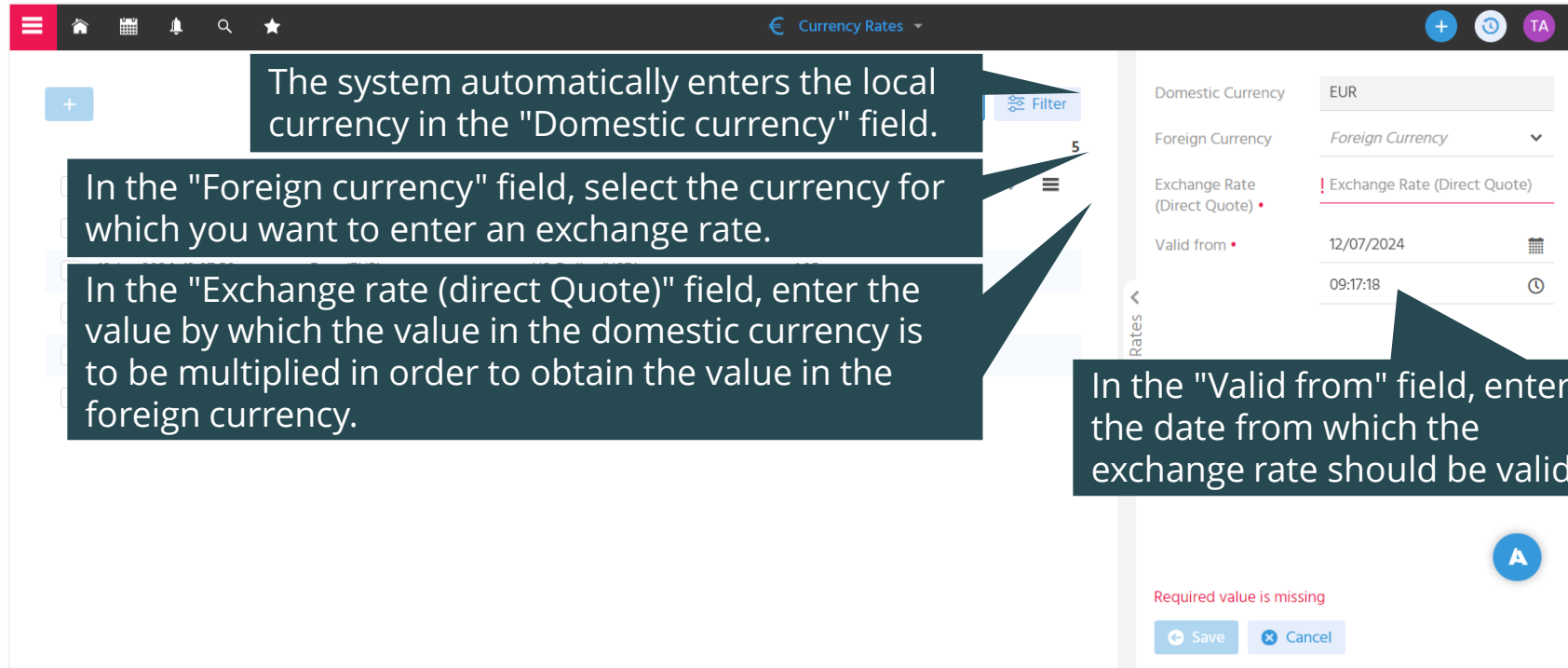
Valid from	Domestic Currency	Foreign Currency	Exchange Rate (Direct Quote)
Oct 14, 2024, 9:26:35 AM	Euro (EUR)	Canadian Dollar (CAD)	0.66
Jul 27, 2024, 3:19:46 AM	Euro (EUR)	US-Dollar (USD)	1.087
Jul 27, 2024, 3:19:23 AM	Euro (EUR)	Swiss franc (CHF)	1.01
Jul 27, 2024, 3:19:05 AM	Euro (EUR)	British Pound Sterling (GBP)	0.826



Currency rates cannot be edited. If you have made an incorrect entry, simply add a new currency rate. The **most recent currency rate of a currency is used for the conversion** of prices and other monetary amounts.

Foreign currency

Create a currency rate



The screenshot shows the 'Currency Rates' form in the ADITO system. The form has a dark header bar with a menu icon, home, calendar, notifications, search, and star icons. The title 'Currency Rates' is in the center, and there are three action buttons (plus, refresh, and TA) on the right. The form fields are as follows:

Field	Value
Domestic Currency	EUR
Foreign Currency	Foreign Currency
Exchange Rate (Direct Quote)	! Exchange Rate (Direct Quote)
Valid from	12/07/2024
	09:17:18

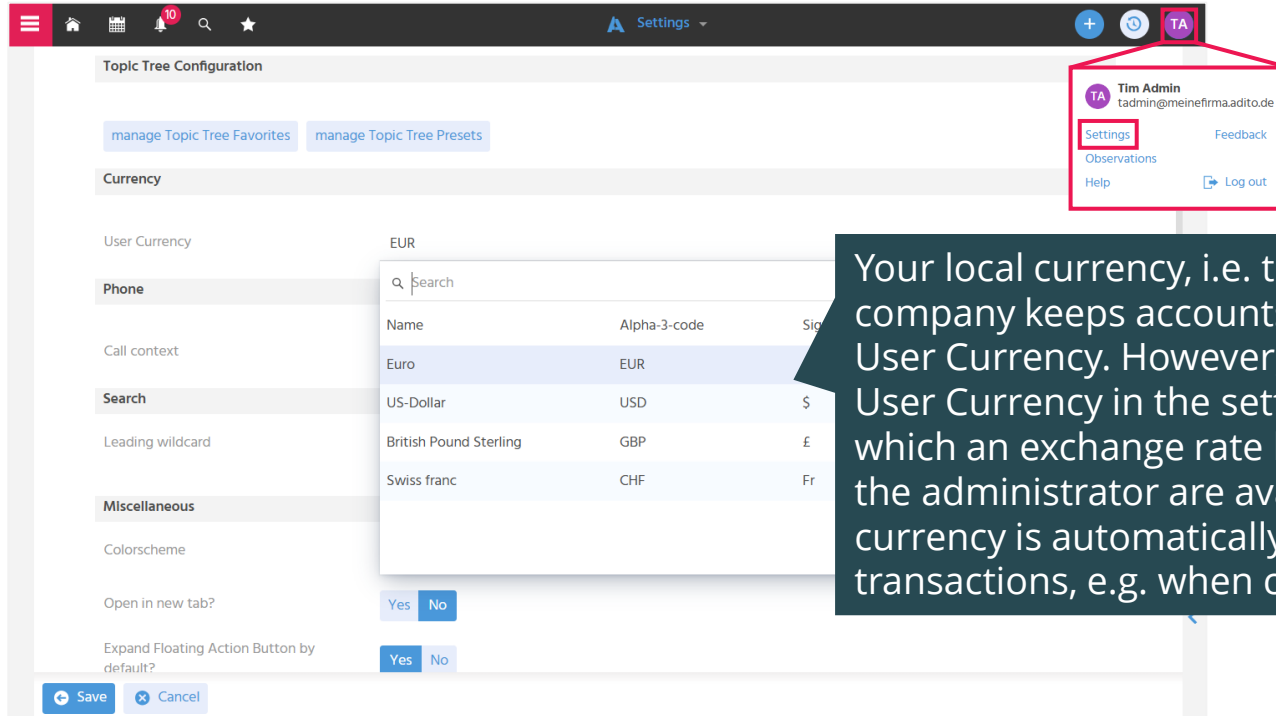
At the bottom, there is a red error message: 'Required value is missing'. Below the error message are two buttons: 'Save' and 'Cancel'.

Callouts:

- The system automatically enters the local currency in the "Domestic currency" field.
- In the "Foreign currency" field, select the currency for which you want to enter an exchange rate.
- In the "Exchange rate (direct Quote)" field, enter the value by which the value in the domestic currency is to be multiplied in order to obtain the value in the foreign currency.
- In the "Valid from" field, enter the date from which the exchange rate should be valid.

Foreign currency

Select User Currency



Topic Tree Configuration

manage Topic Tree Favorites manage Topic Tree Presets

Currency

User Currency EUR

Phone

Call context

Search

Leading wildcard

Miscellaneous

Colorscheme

Open in new tab? Yes No

Expand Floating Action Button by default? Yes No

Save Cancel

Tim Admin
tadmin@meinefirma.adito.de

Settings Observations Help Log out

Name	Alpha-3-code	Symbol
Euro	EUR	€
US-Dollar	USD	\$
British Pound Sterling	GBP	£
Swiss franc	CHF	Fr

Your local currency, i.e. the currency in which your company keeps accounts, is initially stored as the User Currency. However, you can select a different User Currency in the settings. All currencies for which an exchange rate has already been stored by the administrator are available there. The user currency is automatically preset for all price-related transactions, e.g. when creating offers, receipts, etc.

Foreign currency

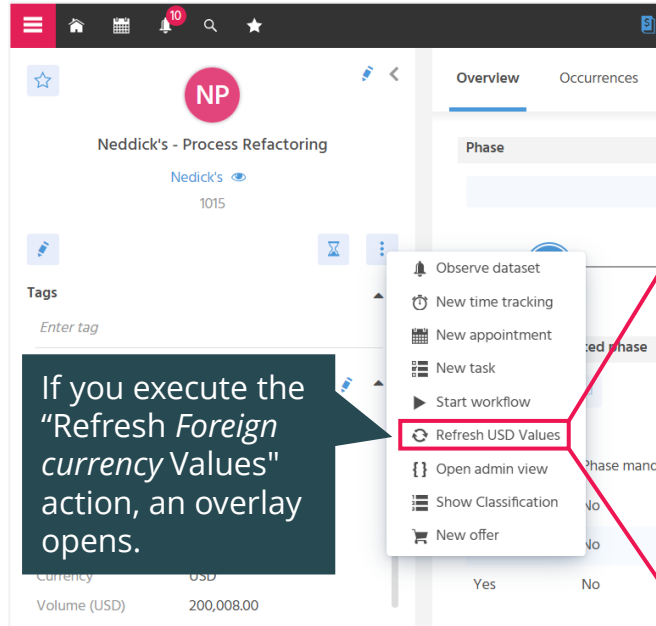


Refresh values

Even **if the exchange rate changes**, all amounts in offers, receipts, etc. remain as they were originally entered or calculated. If you want to **adjust the amount to the new exchange rate**, perform the "Refresh *Foreign currency* Values" action.

Foreign currency

Refresh values – example: Local currency = Euro



The screenshot shows the ADITO interface with a sidebar on the left containing navigation icons and a main area displaying 'Neddick's - Process Refactoring' with a 'Phase' dropdown. A context menu is open over the main area, listing various actions. The 'Refresh USD Values' action, represented by a circular arrow icon, is highlighted with a red rectangle. A red line points from this highlighted action to the 'Refresh Currency Rate' overlay shown in the next block.

- Observe dataset
- New time tracking
- New appointment
- New task
- Start workflow
- Refresh USD Values**
- Open admin view
- Show Classification
- New offer

If you execute the "Refresh Foreign currency Values" action, an overlay opens.

The overlay compares the current and new exchange rates and displays the recalculated values.



The 'Refresh Currency Rate' overlay displays the following information:

Refresh Currency Rate	
Opportunity	1015 Neddick's - Process Refactoring
Current Currencyrate	1.087
New Currencyrate	1.120
Valid from	9/1/2025 2:24 PM
Values	
+ Forecast	Dienstleistungen 06/04/2025
Value	200,008.00 \$ -> 206,080.00 \$ (184,000.00 €)
Save Cancel	

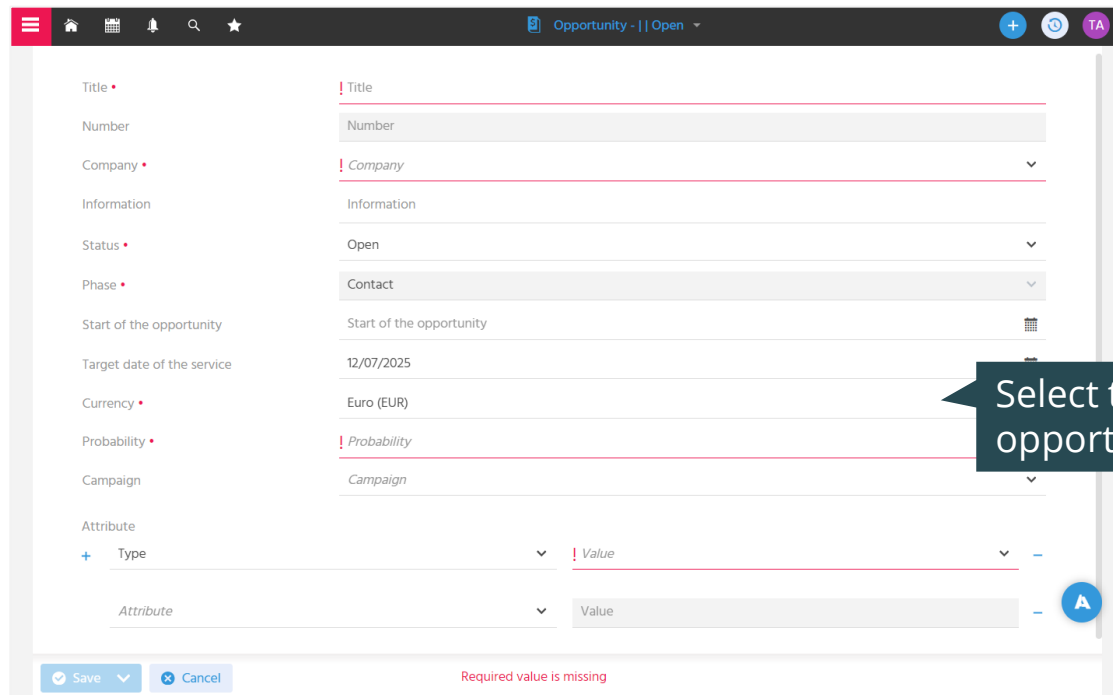


The action is active for the offer as long as it has a status other than "Sent," "Won," or "Lost."

Foreign currency in the opportunity

Foreign currency in the opportunity

Create new Opportunity



Opportunity - || Open

Title • ! Title

Number Number

Company • ! Company

Information Information

Status • Open

Phase • Contact

Start of the opportunity Start of the opportunity

Target date of the service 12/07/2025

Currency • Euro (EUR)

Probability • ! Probability

Campaign Campaign

Attribute

+ Type Value

Attribute Value

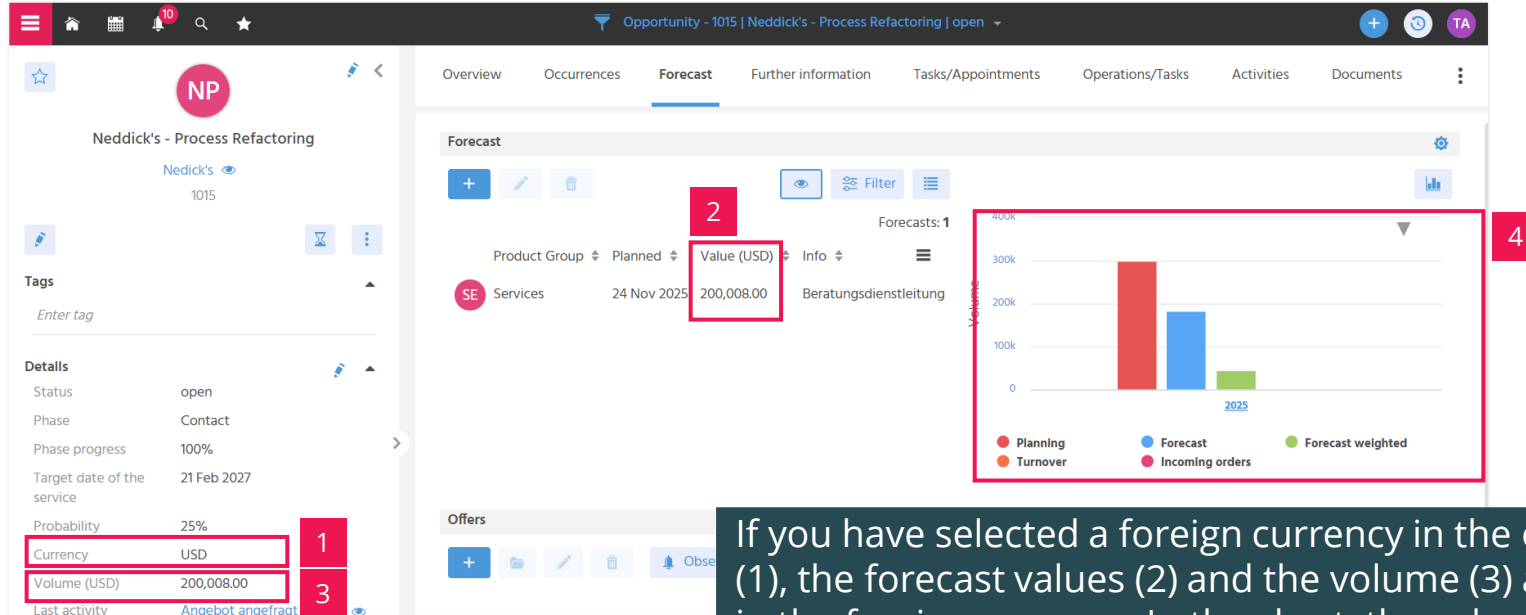
Save Cancel

Required value is missing

Select the currency in which the opportunity is to be settled.

Foreign currency in the opportunity

Tab „Forecast“ – Opportunity with foreign currency

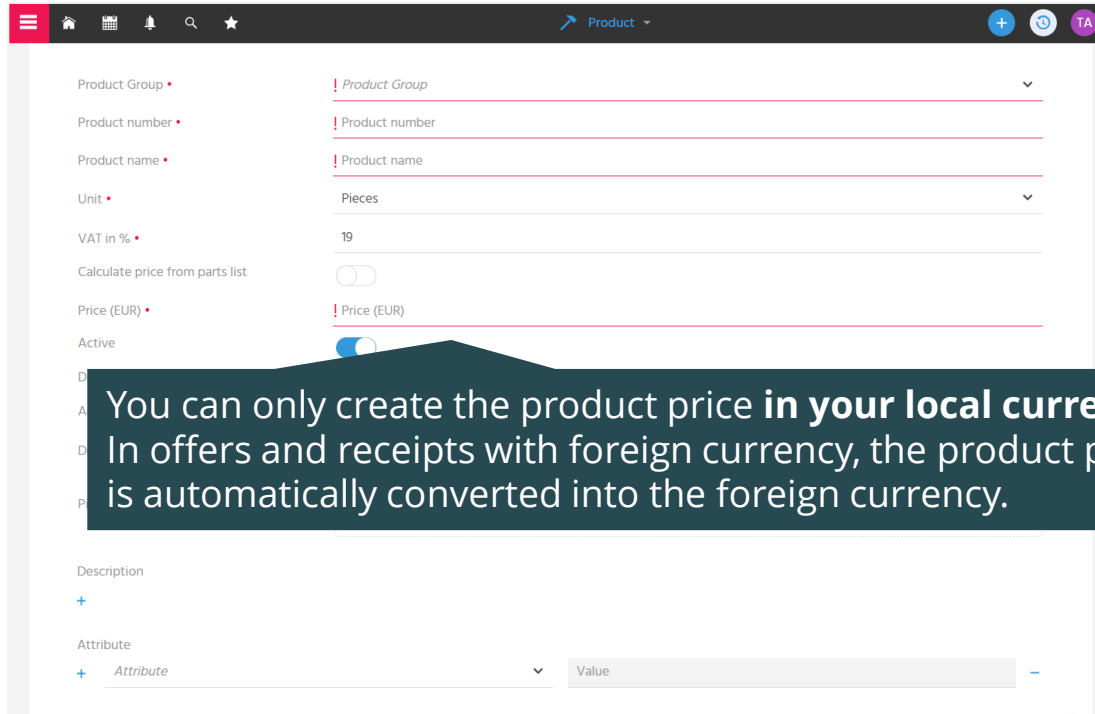


If you have selected a foreign currency in the opportunity (1), the forecast values (2) and the volume (3) are displayed in the foreign currency. In the chart, the values are displayed in the local currency (4).

Foreign currency in the product

Foreign currency in the product

Create new product



Product Group • ! Product Group

Product number • ! Product number

Product name • ! Product name

Unit • Pieces

VAT in % • 19

Calculate price from parts list ☐

Price (EUR) • ! Price (EUR)

Active ☒

Description

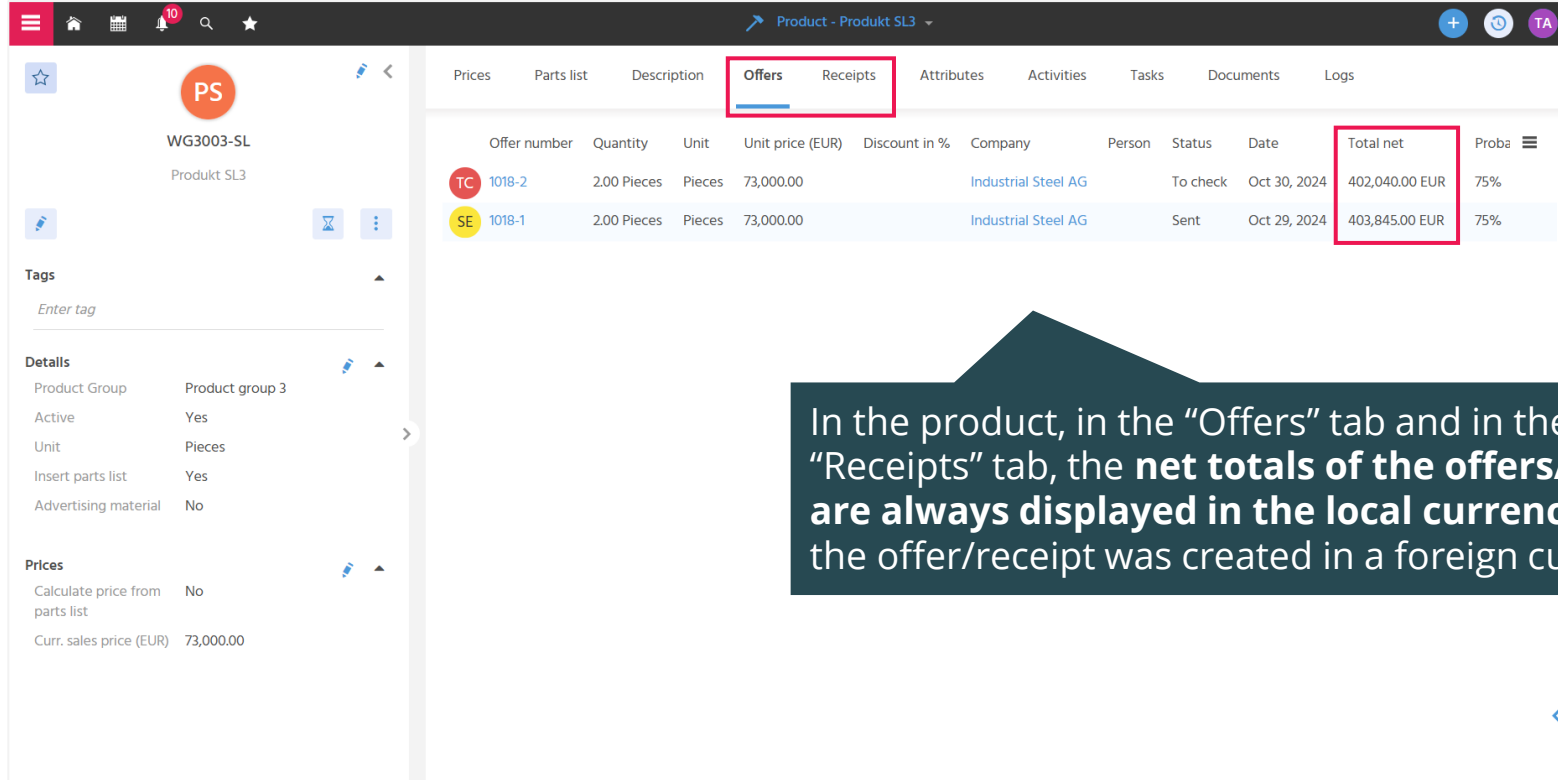
+

Attribute

+ Attribute Value -

You can only create the product price **in your local currency**.
In offers and receipts with foreign currency, the product price is automatically converted into the foreign currency.

Foreign currency in the product



The screenshot displays the ADITO software interface for a product named 'WG3003-SL' (Produkt SL3). The 'Offers' tab is selected, showing a table of offers. The 'Total net' column is highlighted with a red box, indicating that net totals are always displayed in the local currency (EUR) regardless of the offer's original currency.

Offer number	Quantity	Unit	Unit price (EUR)	Discount in %	Company	Person	Status	Date	Total net	Proba
TC 1018-2	2.00 Pieces	Pieces	73,000.00		Industrial Steel AG		To check	Oct 30, 2024	402,040.00 EUR	75%
SE 1018-1	2.00 Pieces	Pieces	73,000.00		Industrial Steel AG		Sent	Oct 29, 2024	403,845.00 EUR	75%

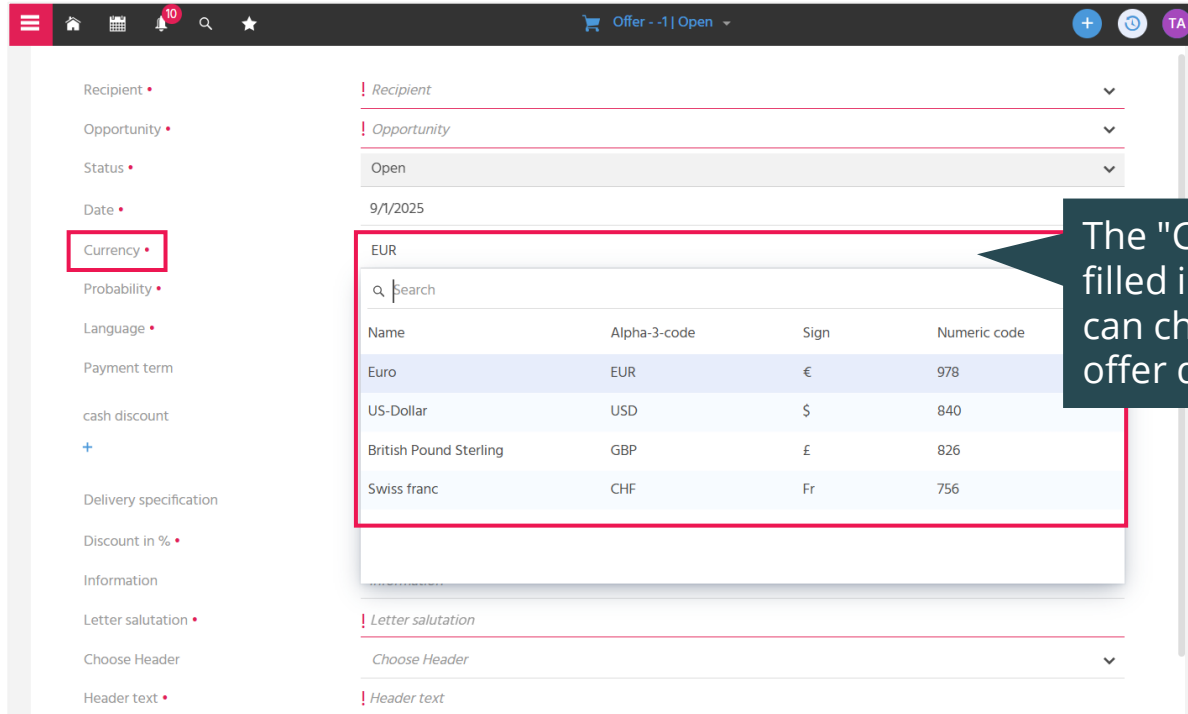
The left sidebar shows product details and prices. The 'Prices' section indicates the current sales price in EUR is 73,000.00.

In the product, in the “Offers” tab and in the “Receipts” tab, the **net totals of the offers/receipts are always displayed in the local currency**, even if the offer/receipt was created in a foreign currency.

Foreign currency in the offer

Foreign currency in the offer

Create new offer



Recipient •

! Recipient

Opportunity •

! Opportunity

Status •

Open

Date •

9/1/2025

Currency •

EUR

q Search

Name	Alpha-3-code	Sign	Numeric code
Euro	EUR	€	978
US-Dollar	USD	\$	840
British Pound Sterling	GBP	£	826
Swiss franc	CHF	Fr	756

Probability •

Language •

Payment term

cash discount

+

Delivery specification

Discount in % •

Information

Letter salutation •

! Letter salutation

Choose Header

Choose Header

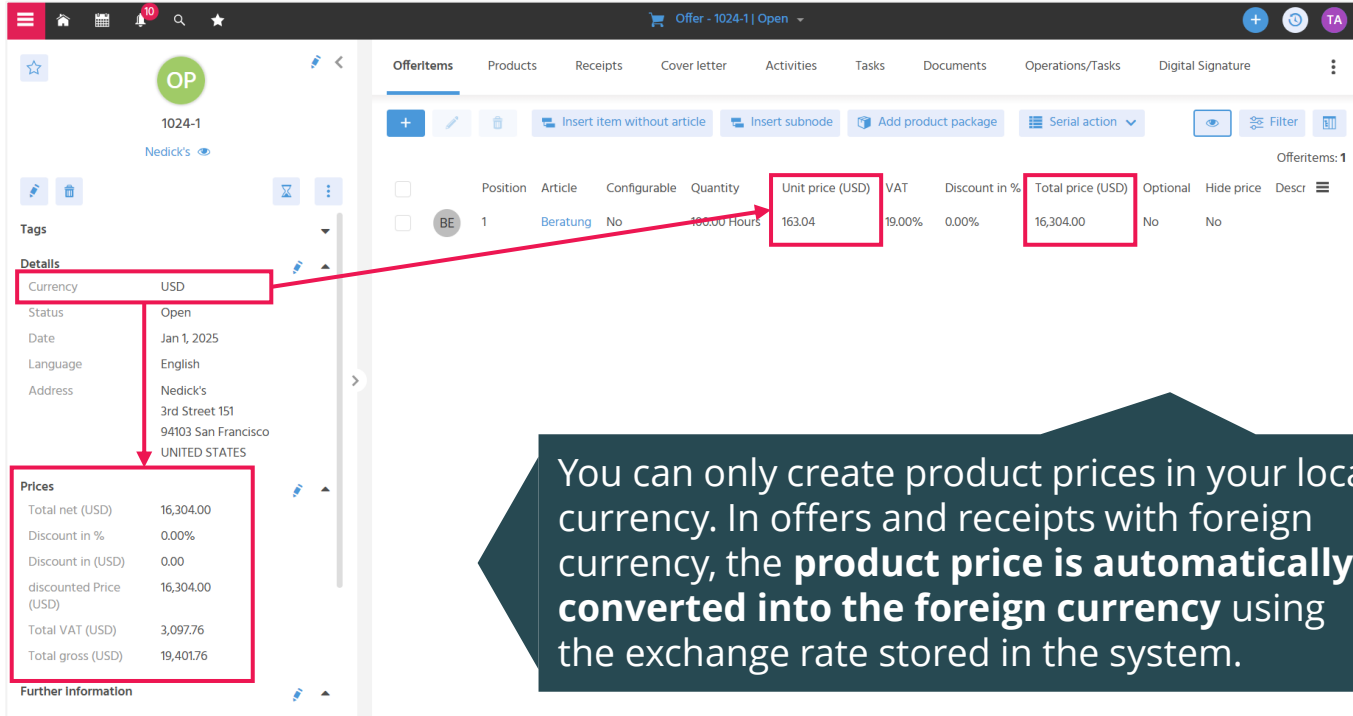
Header text •

! Header text

The "Currency" field is automatically filled in with the user currency. You can change the currency as long as the offer does not contain any offer items.

Foreign currency in the offer

Offer items



The screenshot displays the ADITO software interface for managing offers. The main window shows the 'Offeritems' tab for offer '1024-1'. A table lists the offer items, with the first item highlighted. The 'Details' sidebar on the left shows the currency set to 'USD'. A red box highlights the 'Prices' section, which contains a table of prices in USD. A red arrow points from the 'Currency' field to the 'Prices' table.

Position	Article	Configurable	Quantity	Unit price (USD)	VAT	Discount in %	Total price (USD)	Optional	Hide price	Descr
1	Beratung	No	163.00 Hours	163.04	19.00%	0.00%	16,304.00	No	No	

Prices

Total net (USD)	16,304.00
Discount in %	0.00%
Discount in (USD)	0.00
discounted Price (USD)	16,304.00
Total VAT (USD)	3,097.76
Total gross (USD)	19,401.76

Further Information

You can only create product prices in your local currency. In offers and receipts with foreign currency, the **product price is automatically converted into the foreign currency** using the exchange rate stored in the system.

Foreign currency in the offer

Offer report

Offer

@ Dispatch as mail

Automatic zoom 1 / 1

meineFirma | Wilhelm-Str. 2 | DE 80807 München

Nedick's
3rd Street 151
94103 San Francisco
US

Number1030-1
Date10/18/2024

Dear Sir or Madame,
Thank you for your inquiry. We can offer you the requested products as follows:

Pos.	Article Number	Article title	Quantity	Optional	Unitprice USD	VAT %	Total price USD
1	5002	Beratung	100.00 Hours	No	163.04	19.00	16,304.00
Sum net							16,304.00
Plus Salestax							3,097.76
Sum excl. opt. items							19,401.76

Terms of payment5 Days 3% cash discount, 7 days net

Delivery specificationcarriage free

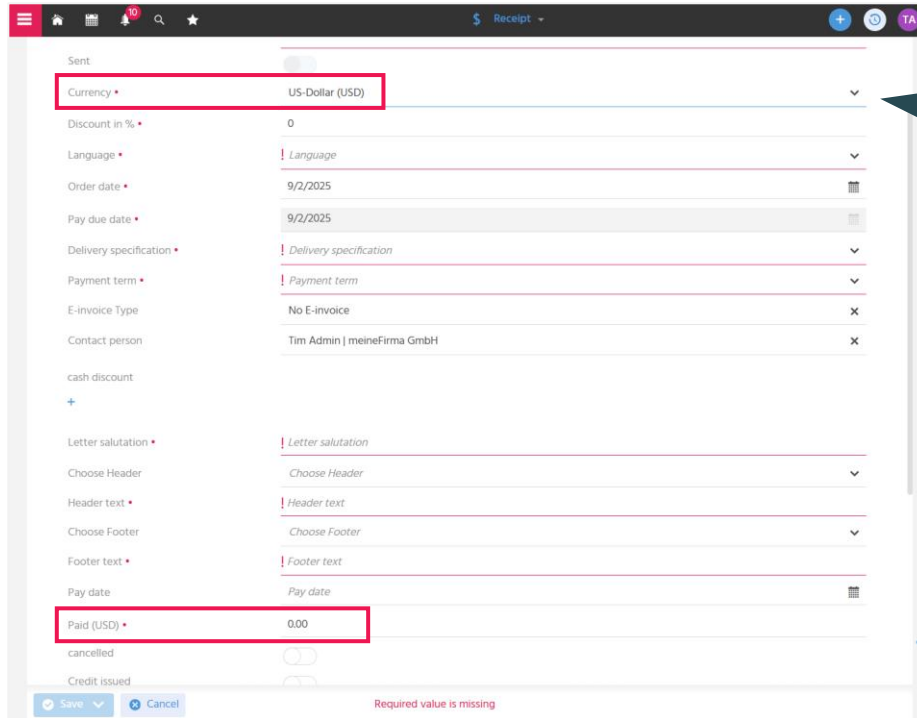
We are looking forward to your order. Please feel free to contact us if you have any questions.

All amounts are displayed in the foreign currency in the offer report.

Foreign currency in the receipt

Foreign currency in the receipt

Create new receipt



Sent

Currency • US-Dollar (USD)

Discount in % • 0

Language • ! Language

Order date • 9/2/2025

Pay due date • 9/2/2025

Delivery specification • ! Delivery specification

Payment term • ! Payment term

E-invoice Type No E-invoice

Contact person Tim Admin | meineFirma GmbH

cash discount +

Letter salutation • ! Letter salutation

Choose Header Choose Header

Header text • ! Header text

Choose Footer Choose Footer

Footer text • ! Footer text

Pay date Pay date

Paid (USD) • 0.00

canceled

Credit issued

Save Cancel

Required value is missing

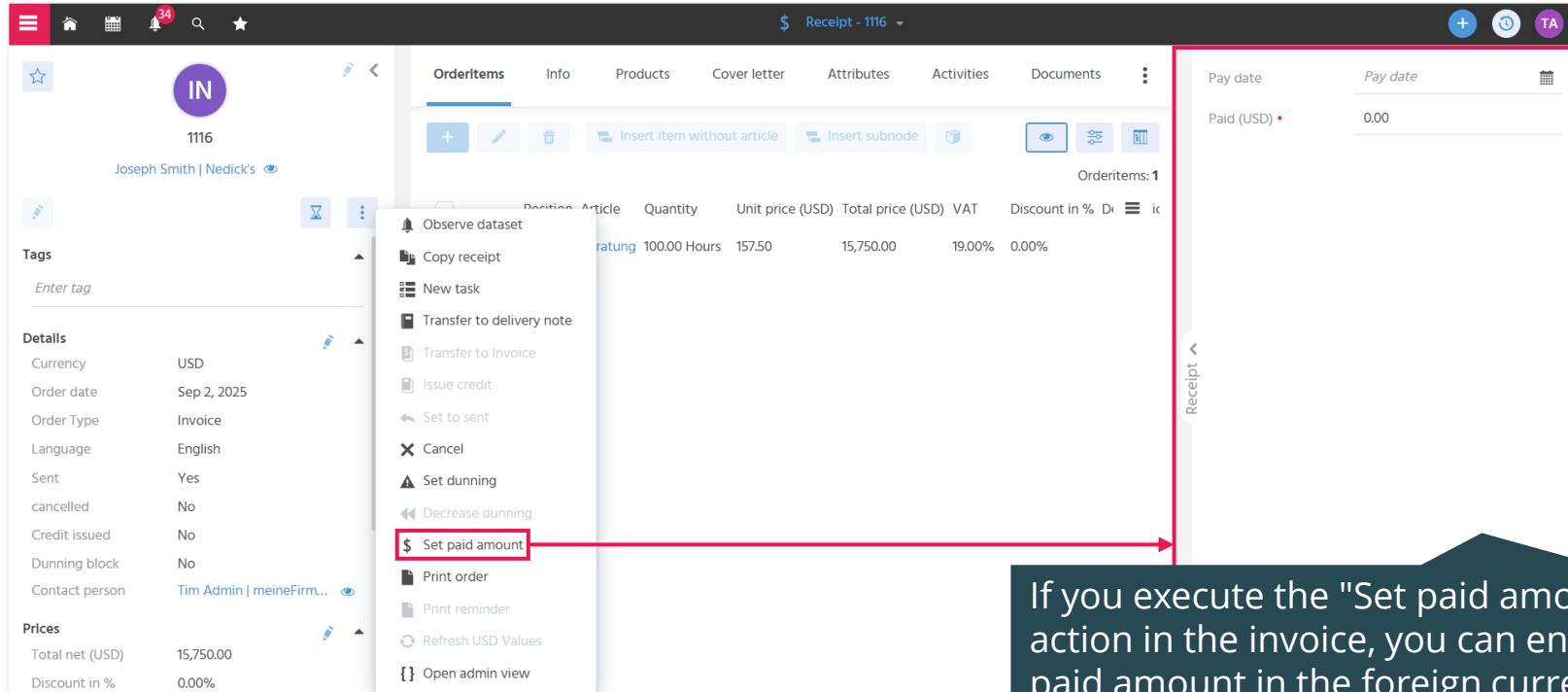
The "Currency" field

- is automatically filled in with the user currency when you create a new receipt
- is automatically filled in with the currency from the offer/receipt when you create the document from an offer/receipt.

If you select the Order Type "Invoice", the "Paid" field is displayed in the foreign currency.

Foreign currency in the receipt

Set paid amount



OrderItems Info Products Cover letter Attributes Activities Documents

Pay date Pay date

Paid (USD) 0.00

OrderItems: 1

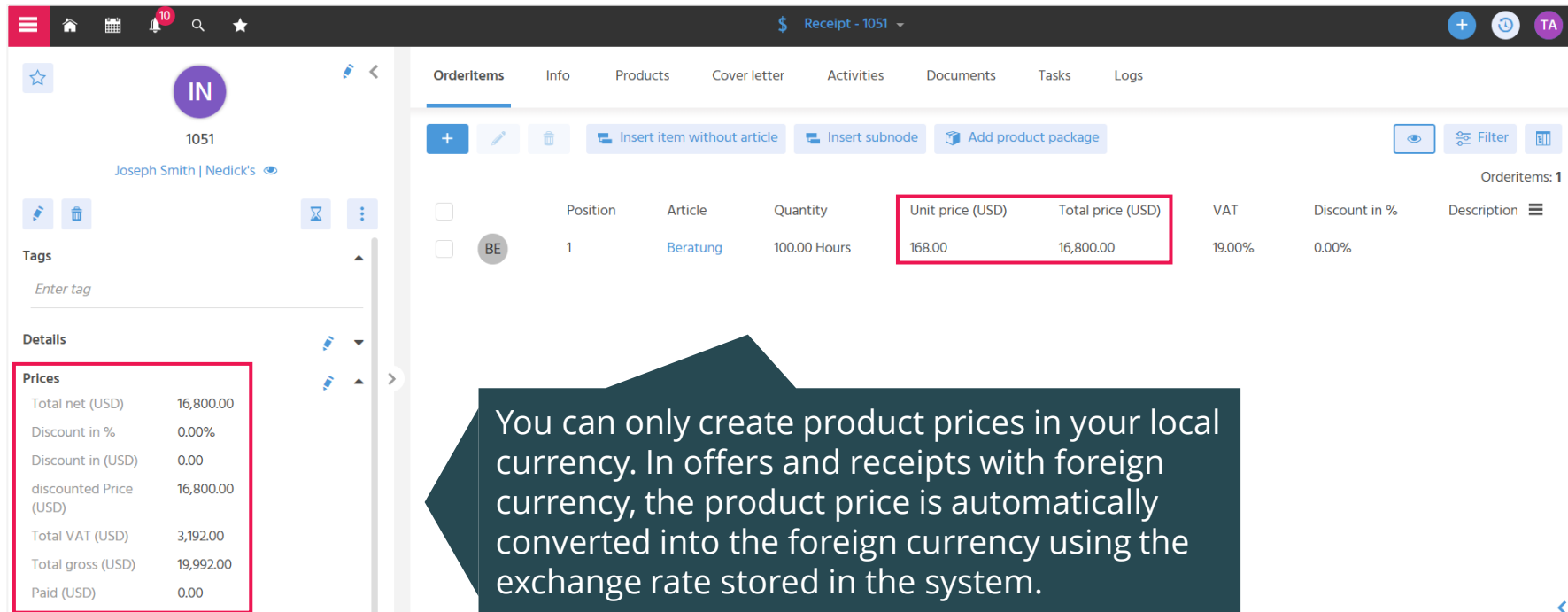
Position	Article	Quantity	Unit price (USD)	Total price (USD)	VAT	Discount in %	Dr	ic
1	100.00 Hours	157.50	15,750.00	19.00%	0.00%			

- Observe dataset
- Copy receipt
- New task
- Transfer to delivery note
- Transfer to Invoice
- Issue credit
- Set to sent
- Cancel
- Set dunning
- Decrease dunning
- \$ Set paid amount**
- Print order
- Print reminder
- Refresh USD Values
- Open admin view

If you execute the "Set paid amount" action in the invoice, you can enter the paid amount in the foreign currency.

Foreign currency in the receipt

Order items



IN
1051
Joseph Smith | Nedick's

Tags
Enter tag

Details

Prices

Total net (USD)	16,800.00
Discount in %	0.00%
Discount in (USD)	0.00
discounted Price (USD)	16,800.00
Total VAT (USD)	3,192.00
Total gross (USD)	19,992.00
Paid (USD)	0.00

Orderitems: 1

Position	Article	Quantity	Unit price (USD)	Total price (USD)	VAT	Discount in %	Description
1	Beratung	100.00 Hours	168.00	16,800.00	19.00%	0.00%	

You can only create product prices in your local currency. In offers and receipts with foreign currency, the product price is automatically converted into the foreign currency using the exchange rate stored in the system.

Foreign currency in the receipt

Receipt report

Receipt

Dispatch as mail

Automatic zoom

1 / 1



meineFirma | Wilhelm-Str. 2 | DE 80807 München

Nedick's
Joseph Smith
3rd Street 151
94103 San Francisco
US

Invoice
Order number 1051
Date 09/02/2025

Dear Mr. Smith,

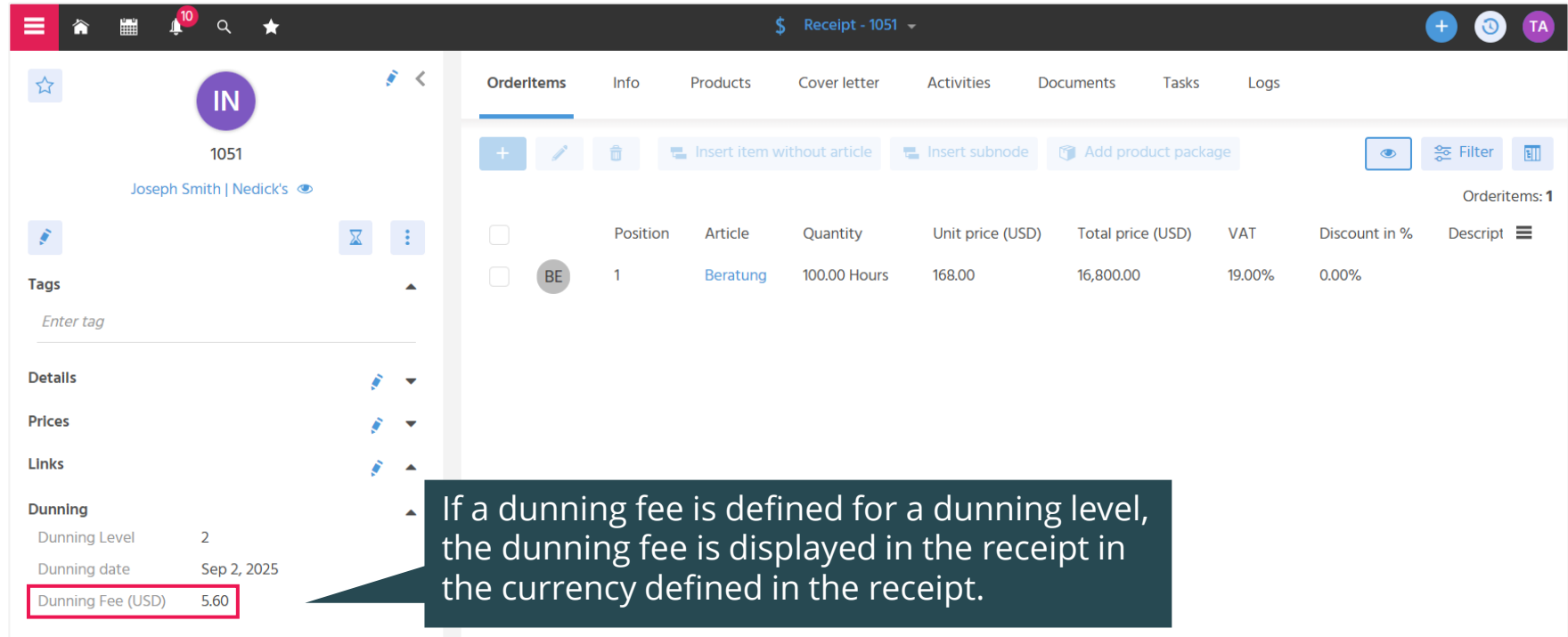
Following your order, we are invoicing the following items:

Pos.	Article Number	Article title	Quantity	Discount %	Unitprice USD	VAT %	Total price USD
1	S002	Beratung	100.00	Hours	168.00	19.00	16,800.00
Total net							16,800.00
Plus Salestax							3,192.00
Total gross							19,992.00

All amounts are displayed in the foreign currency in the receipt report.

Foreign currency in receipt with dunning

Dunning Fee



IN 1051
Joseph Smith | Nedick's

Tags
Enter tag

Details
Prices
Links

Dunning
Dunning Level 2
Dunning date Sep 2, 2025
Dunning Fee (USD) 5.60

OrderItems Info Products Cover letter Activities Documents Tasks Logs

+ Insert item without article Insert subnode Add product package Filter

	Position	Article	Quantity	Unit price (USD)	Total price (USD)	VAT	Discount in %	Descript
☐	1	Beratung	100.00 Hours	168.00	16,800.00	19.00%	0.00%	

Orderitems: 1

If a dunning fee is defined for a dunning level, the dunning fee is displayed in the receipt in the currency defined in the receipt.

Foreign currency in the dunning report

Dunning report

Receipt

Dispatch as mail

Automatic zoom

1 / 1

Nedick's
Joseph Smith
3rd Street 151
94103 San Francisco
US

02.09.2025

2. Mahnung

Für folgende Rechnung konnten wir in unserer Buchhaltung noch keinen Zahlungseingang feststellen:

Belegnummer	Belegdatum	Fälligkeitsdatum	Summe brutto	Mahngebühr	Offener Betrag
1051	02.09.2025	09.09.2025	19992.00	5.60	19,997.60

Leider haben Sie auf unsere Zahlungserinnerung vom 02.09.2025 nicht reagiert, wir bitten Sie daher, den überfälligen Betrag inkl. 5.60 USD Mahngebühren in Höhe von 19,997.60 USD bis zum 09.09.2025 unter Angabe der Rechnungsnummer 1051 auf unser Konto bei der DEUTSCHE KREDITBANK BERLIN zu überweisen.

IBAN: DE0212030000000202051
BIC: BYLADEM1001

All amounts are also displayed in the dunning report in the foreign currency.

Foreign currency in advertising material and sample management

Foreign currency in advertising material and sample management



The screenshot displays the ADITO software interface. On the left, a sidebar shows a 'Send sample' card with a phone icon and a 'Details' section with fields for Direction, Category, Responsible, and Key activity. The main area is titled 'Advertising material' and contains a form with fields for Date, Responsible, Status, and Currency. The 'Currency' field is highlighted with a red box and contains the value 'USD'. Below the form is a table of advertising items. The table has columns for Position, Product, Quantity, Unit, Price (USD), Target Amount (USD), and Actual Amount (USD). The 'Price (USD)', 'Target Amount (USD)', and 'Actual Amount (USD)' columns are highlighted with a red box. The table shows one item: 'Werbemittel - Give away' with a quantity of 1 and a price of 11.20. A dark blue callout box with white text is overlaid on the bottom right of the table.

Send sample
Sep 2, 2025, 9:11 AM

Details

Direction Incoming
Category Phone
Responsible Tim Admin
Key activity No

Connections

Company Nedick's

Description

Advertising material Advertising material

Advertising material

Date Sep 2, 2025
Responsible Tim Admin
Status Open
Currency USD

Position	Product	Quantity	Unit	Price (USD)	Target Amount (USD)	Actual Amount (USD)
1	Werbemittel - Give away	1		11.20	11.20	11.20

Advertising items: 1
delivery via post

If you select a foreign currency for the advertising material, the prices and amounts of the advertising material are displayed in both the local currency and the foreign currency.

Foreign currency in advertising material and sample management



Advertising material

Date: Sep 2, 2025
Responsible: Tim Admin
Status: Open
Currency: USD

Position: 2
delivery: ! delivery
Product: ! Product
Quantity: 1
Unit: Unit
Price (USD): 0.00
Free: ☐
Actual Amount (USD): Actual Amount (USD)
Target Amount (USD): 0.00
Info: Info

Position	Product	Quantity	Unit	Price (USD)	Target Amount (USD)	Actual Amount (USD)	delivery
2	! Product	1	Unit	0.00	0.00	Actual Amount (USD)	

If you add an advertising material to the activity, all price and amount fields are displayed in the foreign currency. If a price is stored for the advertising material (in local currency), this is automatically converted into the foreign currency using the currency rate stored in the system.



Foreign currency in advertising material and sample management



The screenshot shows the 'Advertising material' section of the ADITO system. A table lists various advertising materials with columns for Status, Date, Contact, Object, and Currency. A red box highlights the 'Currency' dropdown menu, which is currently open, showing a list of currencies: USD, EUR, and USD. A dark blue callout box with white text points to the table, stating: 'In the filter view in the "Advertising material" context, you can see which currency has been stored for the advertising material.'

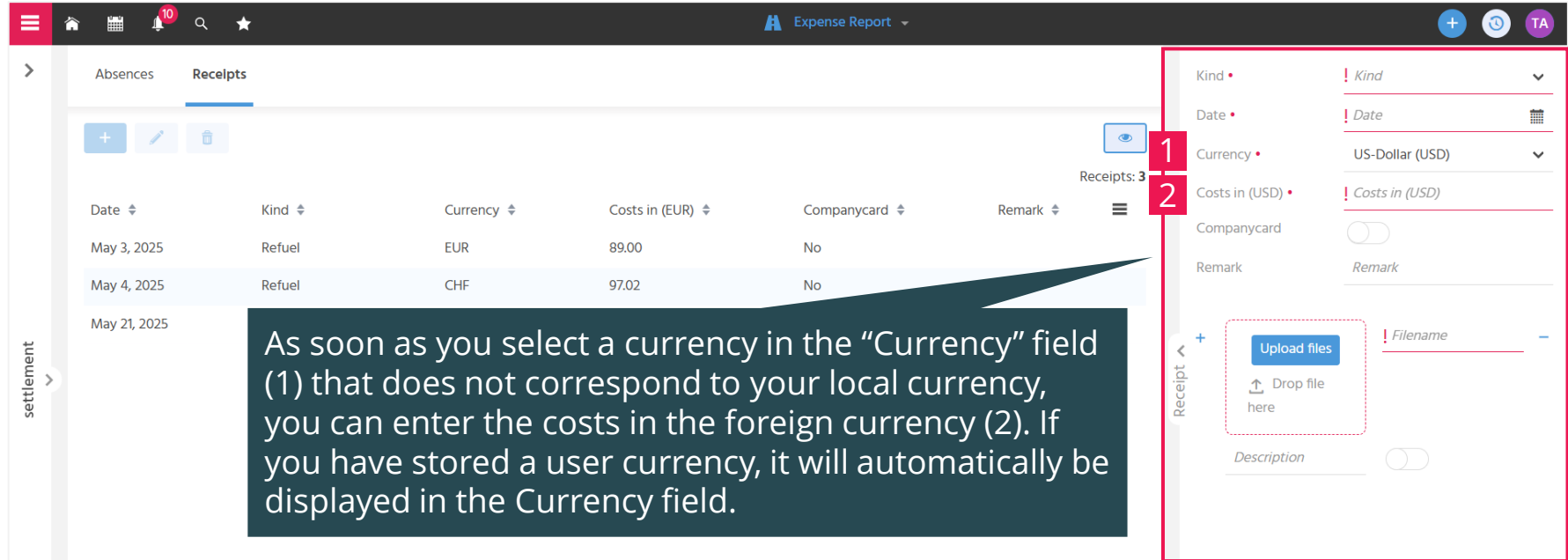
Status	Date	Contact	Object	Currency
OP Open	Sep 2, 2025		Send sample	USD
OP Open	Sep 2, 2025		Give aways zusenden	USD
SE Sent	Sep 1, 2025	Markus Altinger	Send trade fair flyer to Skyscraper	EUR
SE Sent	Sep 1, 2025	Markus Altinger	Messeflyer an Skyscraper senden	EUR
SE Sent	Jun 10, 2025			EUR
SE Sent	May 31, 2025	Markus Altinger	Zusenden eines Werbemittels	EUR
OP Open	May 31, 2025		Digitales Werbemittel versenden	EUR
SE Sent	May 28, 2025	Sarah Eichelberger	Zusendung Werbemittel per Brief	EUR
OP Open				USD
OP Open				EUR
OP Open				EUR
OP Open				EUR
SE Sent	Dec 31, 2024	Carle Busch	Werbemittel zusenden	EUR
SE Sent	Jul 28, 2024	Peter Sommer	Werbemittel versenden	EUR



Foreign currency in the expense report

Foreign currency in the expense report

Record receipt



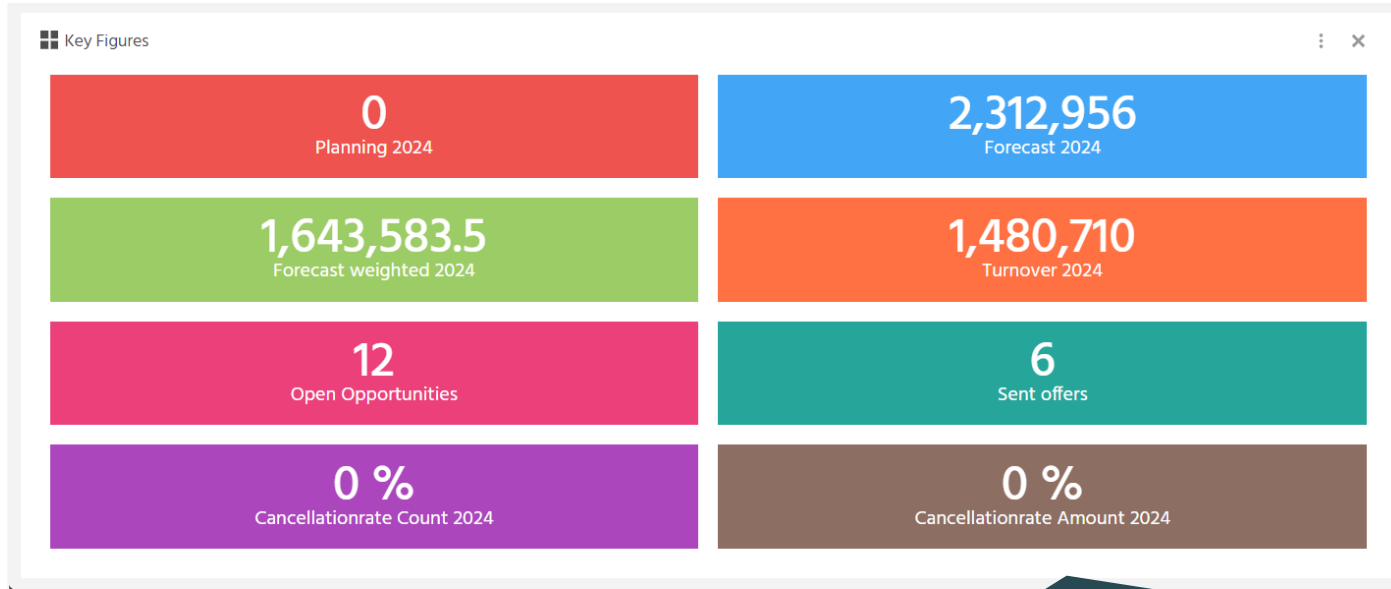
The screenshot displays the ADITO Expense Report interface. On the left, a sidebar shows navigation options: Absences, Receipts (selected), and Settlement. The main area shows a table of receipts with columns: Date, Kind, Currency, Costs in (EUR), Companycard, and Remark. The table lists three receipts: May 3, 2025 (Refuel, EUR, 89.00, No), May 4, 2025 (Refuel, CHF, 97.02, No), and May 21, 2025. A callout box points to the 'Currency' field in the table, stating: "As soon as you select a currency in the 'Currency' field (1) that does not correspond to your local currency, you can enter the costs in the foreign currency (2). If you have stored a user currency, it will automatically be displayed in the Currency field." On the right, a form for recording a receipt is shown, with fields for Kind, Date, Currency (set to US-Dollar (USD)), Costs in (USD), Companycard, and Remark. The form also includes an 'Upload files' button and a 'Description' field.

Date	Kind	Currency	Costs in (EUR)	Companycard	Remark
May 3, 2025	Refuel	EUR	89.00	No	
May 4, 2025	Refuel	CHF	97.02	No	
May 21, 2025					

As soon as you select a currency in the "Currency" field (1) that does not correspond to your local currency, you can enter the costs in the foreign currency (2). If you have stored a user currency, it will automatically be displayed in the Currency field.

Sales Dashboard

Kennzahlen-Dashlet



The Key Figures dashlet always displays the totals of the values in local currency for planning, forecast, weighted forecast and turnover.

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Einzigartige Beziehungen